County of Los Angeles
CHIEF EXECUTIVE OFFICE

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June 11, 2008

To: Supervisor Yvonne B. Burke, Chair
     Supervisor Gloria Molina
     Supervisor Zev Yaroslavsky
     Supervisor Don Knabe
     Supervisor Michael D. Antonovich

From: William T Fujioka
       Chief Executive Officer

STATUS REPORT FOR BUSINESS CONTINUITY PLANNING PROGRAM

On March 4, 2003, your Board directed the development of a Countywide Business Continuity Planning (BCP) program. The Office of Emergency Management (OEM) and Chief Information Office (CIO) share program management responsibility for the BCP program. County departments have developed numerous continuity plans and continue to add business strategies that will allow for the delivery of critical services after a disaster.

In 2007, OEM and CIO determined that improvements were needed to increase the effectiveness of the BCP program. The first stage in the improvement plan has been to upgrade the existing application software. The upgrade includes multiple steps including migrating existing plans, updating data dictionaries, re-evaluating security strategies and customizing the application for use by County departments. The CIO is also examining the possibility of including information from the Business Automation Program to simplify the process for Information Technology plans.

Installation of the upgraded application is now underway and Prototype I will be ready for testing by selected department representatives at the beginning of July 2008. After the testing period, County departments will be advised on timing and asked to suspend plan updates until the migration is complete. Once implementation of the new application begins, plans written in the old application will be available only for viewing and printing.

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The new application is significantly different from the current version, departments will need time to learn the new application, review their "migrated" plans and take corrective action where necessary. Training classes for the new application will be scheduled for users beginning in July/August and continuing as necessary.

Please direct questions regarding this report to Ms. Jeanne O'Donnell, OEM, at (323) 980-2227 or Sir Clark, CIO, at (213) 974-1739. The next progress report will be forwarded to your offices by December 30, 2008.

WTF:SRH:RDC
MJB:JOD:lbm

c: Executive Officer, Board of Supervisors
    County Counsel
    Chief Information Officer
    Office of Emergency Management